



AGENDA

CRA Review Committee Meeting

5:30 PM - Thursday, May 26, 2022 - City Hall

CALL TO ORDER

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

1. COMMITTEE ITEM WITH DISCUSSION, PUBLIC INPUT AND DIRECTION

1.1 Update on CRA Projects

[Staff Report #22-0102 - Html](#)

1.2 Coolidge Street Area Improvements

[Staff Report #22-0101 - Html](#)

1.3 Disposal of Surplus Property

[Staff Report #22-0100 - Html](#)

[Staff Report Mow to Own](#)

1.4 Approved changes to the Gateway Corridor Improvement Matching Grant Program

[Staff Report #22-0099 - Html](#)

[Gateway Grant Application Info - Updated for FY 21-22 3-31-22](#)

2. ADJOURNMENT

This Agenda is provided to the Committee only as a guide, and in no way limits their consideration to the items contained hereon. The Committee has the sole right to determine those items they will discuss, consider, act upon, or fail to act upon. Changes or amendments to this Agenda may occur at any time prior to, or during the scheduled meeting. It is recommended that if you have an interest in the meeting, you make every attempt to attend the meeting. This Agenda is provided only as a courtesy, and such provision in no way infers or conveys that the Agenda appearing here is, or will be the Agenda considered at the meeting.

If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (Florida Statutes, 286.0105). In accordance with the Americans with Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the City Clerk 48 hours prior to any meeting so arrangements can be made. Telephone (352) 483-5430 for assistance.



City of Eustis

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Staff Report

TO: CRA Review Committee
FROM: Tom Carrino, Interim City Manager
DATE: May 26, 2022
RE: UPDATE ON CRA PROJECTS

Introduction:

Staff will give a brief update on projects.

Reviewed by:

Tom Carrino, Interim City
Manager
Mary Montez, City Clerk

Approved - 27 Apr 2022

Approved - 28 Apr 2022



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Staff Report

TO: CRA Review Committee
FROM: Tom Carrino, Interim City Manager
DATE: May 26, 2022
RE: COOLIDGE STREET AREA IMPROVEMENTS

Introduction:

Staff will give a brief presentation on planned improvements in the Coolidge Street area.

Reviewed by:

Tom Carrino, Interim City
Manager
Mary Montez, City Clerk

Approved - 27 Apr 2022

Approved - 28 Apr 2022



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Staff Report

TO: CRA Review Committee
FROM: Tom Carrino, Interim City Manager
DATE: May 26, 2022
RE: DISPOSAL OF SURPLUS PROPERTY

Introduction:

As part of the CRA Review Committee process, the group has discussed the disposal of surplus properties, including the Mow to Own program. Included are some of the ideas discussed related to the program.

Background:

See attached Staff Report.

Attachments:

[Staff Report Mow to Own](#)

Reviewed by:

Tom Carrino, Interim City
Manager
Mary Montez, City Clerk

Approved - 27 Apr 2022
Approved - 28 Apr 2022



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TO: CRA REVIEW COMMITTEE

FROM: TOM CARRINO, INTERIM CITY MANAGER

DATE: MAY 2, 2022

RE: DISPOSAL OF SURPLUS PROPERTY

Introduction:

As part of the CRA Review Committee process, the group has discussed the disposal of surplus properties, including the Mow to Own program. Included are some of the ideas discussed related to the program.

Background:

At the March 10 CRA Review Committee meeting, the group discussed the Mow to Own program. Below are some of the ideas discussed:

- Initially open the program only to Eustis residents.
- Continue to offer preference to owner-occupied adjacent properties.
- Require development of the property within a certain period of time. Non-performance leads to reversion of the property back to the City. Potentially waive this requirement if the property goes to the adjacent property owner.
- Reserve properties for first time homebuyers.
- Require an educational component that supports home ownership.
- Review associated incentives, including impact fee waivers.
- Rather than offer properties through Mow to Own, do we want to consider selling all, or a portion of the available properties? Can the proceeds be used for CRA programming?

Based on the discussion, below are possible guidelines:

Proposed Mow to Own Guidelines

Initially open to Eustis residents only.

Priority List (in order of priority)

1. Adjacent Property Owners of Owner-Occupied Property
2. Adjacent Property Owners (owner must be a Eustis resident)
3. First-Time Homebuyers
4. Eustis Residents

The applicant will maintain the property for two years. Upon transfer of ownership, the applicant will have three years to develop the property. If the property is not developed within three years of the transfer of ownership, the property will revert back to the City. This requirement is waived if the property goes to an owner-occupied adjacent owner.

First-Time Homebuyers will be required to participate in home ownership education.

Alternatives

Alternatively, all (or a portion) of the available properties could be made available for sale. The City could arrange for professional real estate representation for the marketing and sale of the available properties.

Budget and Staffing Impact:

If the City were to re-issue the Mow to Own program, the main budgetary impact of the proposed changes is the staff time involved in monitoring development activity and processing reversions, if necessary.

If the City were to arrange for professional real estate representation, the cost of such representation could potentially be covered by commissions from the sale of the properties. In addition, the City would realize revenues from the sale of those properties, though the revenues are difficult to estimate at this time.

Prepared by:

Tom Carrino, Interim City Manager



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Staff Report

TO: CRA Review Committee
FROM: Tom Carrino, Interim City Manager
DATE: May 26, 2022
RE: APPROVED CHANGES TO THE GATEWAY CORRIDOR IMPROVEMENT
MATCHING GRANT PROGRAM

Introduction:

Attached are the application and guidelines for the Gateway Corridor Improvement Matching Grant Program, including changes approved by Eustis City Commission on April 21, 2022.

Attachments:

[Gateway Grant Application Info - Updated for FY 21-22 3-31-22](#)

Reviewed by:

Tom Carrino, Interim City
Manager

Approved - 27 Apr 2022

Mary Montez, City Clerk

Approved - 28 Apr 2022



City of Eustis

Gateway Corridor Improvement Matching Grant Application

Date: _____

Property Owner Name: _____

Mailing address: _____

E-mail address: _____

Phone Number: _____

Gateway Corridor property address: _____

Alternate Key #: _____ Parcel ID: _____

Proposed Improvement: _____

***Application must include quotes/estimates/proposals for proposed work.**

Estimated cost of improvement: _____

Eligible expenditures:

1. Exterior painting (Cost of contractor and/or paint, but not materials such as buckets and brushes)
2. Façade improvements such as awnings, canopies, windows, window treatments, siding, etc.
3. Exterior lighting
4. Removal of non-conforming signage
5. Signage improvement or installation, consistent with City codes
6. Parking lot resurfacing
7. Irrigation
8. Landscaping not to exceed \$900 match

Applicant must submit receipts and a W-9 upon completion of improvements in order to receive reimbursement.

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For City use only:

Project No. _____

Approved paint colors: _____

Non-conforming sign removal: _____

Approved by: _____ Date: _____

Date of Completion: _____

Verified and payment authorized by: _____ Date: _____

Reimbursement Amount: _____ Check No.: _____

**CITY OF EUSTIS
GATEWAY CORRIDOR IMPROVEMENT
MATCHING GRANT PROGRAM**

Purpose: The purpose of the Gateway Corridor Improvement Matching Grant Program is to improve the appearance of the major gateways into the City and encourage economic development and business investment within the City of Eustis.

Eligibility: Properties fronting on SR 19 (Bay St. and portions of Grove St.) from US 441 to CR 452, CR 44 (Orange Ave.), US 441, McDonald Avenue, Palmetto Street, Bates Avenue, Kensington Street, and properties within the Entertainment District are eligible to apply for matching funds under this program. Only properties within the City of Eustis are eligible for the program.

Program Guidelines:

1. Funds shall be allocated on a first-come/first-served basis until the fiscal year allocation is fully expended.
2. All color schemes shall accent the structure and be in harmony with adjacent structures. City staff must approve paint colors.
3. The City will reimburse the applicant for 50% of qualifying expenditures, not to exceed a total grant amount of \$6,000.
4. The City will not provide reimbursement for any expenditures completed prior to grant application and approval.
5. City staff must verify improvement costs as consistent with industry standards.
6. Grantee must complete improvements and submit payment receipts in order to collect reimbursement.

Eligible Expenditures: The following improvements are eligible for this matching grant program:

1. Exterior painting (Cost of contractor and/or paint, but not materials such as buckets and brushes)
2. Façade improvements such as awnings, canopies, windows, window treatments, siding, etc.
3. Exterior lighting
4. Removal of non-conforming signage
5. Signage improvement or installation, consistent with City codes
6. Parking lot resurfacing
7. Irrigation
8. Landscaping not to exceed \$900 match

Ineligible Expenditures: The following expenses do not qualify as matching funds and cannot be reimbursed:

1. Painting materials such as buckets and brushes
2. In-kind services or owner labor
3. Improvements to non-conforming signs that are not being brought into compliance

Funding: The City Commission shall determine the total amount of funding available for the program each fiscal year.

For more information and application forms, contact the Economic Development Department at 352.483.5435 or carrinot@eustis.org.